

SMALL BUSINESS ENTERPRISE CERTIFICATION ACCEPTANCE APPLICATION CHECKLIST

Brokerage and franchise businesses are ineligible for participation. If submitting certification from the State of Ohio, Department of Administrative Services, Equal Opportunity Division Minority Business Enterprise Certification or South Central Ohio Minority Business Council, Minority Business Enterprise Certification applicant must provide proof that the owners net worth does not exceed \$750,000 and that the company meets the Small Business Administration (SBA) size standards. See instructions below on locating SBA size standards. Vendors must have maintained fixed offices located outside the geographical boundaries of Hamilton County, but within the State of Ohio, for at least one year prior to application.

The City of Cincinnati reserves the right to request additional or supplemental information from the applicant prior to and during the acceptance of certification process and at any time after certification is accepted. All vendors must provide all documents requested and complete all forms before approval of acceptance will be considered.

- 1) () Completed SBE Provisional Application signed and notarized
- 2) () Completed Vendor Registration Application (Form #59) if you are not a registered vendor with the City of Cincinnati. **Form #59 can be acquired from the City website www.cincinnati-oh.gov (Click "Do Business," then click "Vendor Information Application") or contact the Purchasing Division 352-3209.**
- 3) () Completed Equal Employment Opportunity Program (Form #147) if one is not on file less than one year old with the City of Cincinnati. This form must be on file with the City of Cincinnati prior to entering into a contract.
- 4) () Attach a copy of certificate or letter approving the certification status of the applying vendor. **Acceptable certifications are listed below no other certifications will be accepted:**
 - 1) State of Ohio, Department of Administrative Services, Equal Opportunity Division Minority Business Enterprise (MBE) Program
 - 2) State of Ohio, Department of Transportation, Office of Transit, Disadvantage Business Enterprise (DBE) Certification
 - 3) U.S. Small Business Administration (SBA) Columbus District Office 8(a) Business Development Program Certification
 - 4) South Central Ohio Minority Business Council, Minority Business Enterprise (MBE) Certification
- 5) () Supply Vendors must provide a copy of any Distributor Agreement (s) and/or Manufacturer Agreement (s).

LOCATING YOUR SIZE STANDARD - SIZE STANDARD VERIFICATION

1. Look up www.sba.gov on internet
2. At the top of the Home Page in the left column under Resources select **Size Standard (SIC/NAICS)**, click go
3. At Table of Size Standard, scroll down to item (3) and select **search**
4. Go to the description area second box, **put in your business type (i.e. computer, construction) go to Sort Order and select Sort by SIC or NAICS, click search.**
5. Scroll down and review descriptions for your company service type.
6. Under the third column, select SIC Code and enter the **SIC/NAICS Code** for your business service where indicated on page 2 of the Application.
7. Review column two for your **Size Standard** not to exceed for either gross revenue or number of employees
8. If gross revenue is applicable then apply the company's gross revenue for the past 3-years and divide by (3)
9. Enter the three year average where indicated on page two of the application and initial
10. If number of employees is applicable then take your total number of employees for the past 3-years and divide by three (3) and initial
11. Enter the three year average for employees where indicated on page two of application and initial

PLEASE SUBMIT THE COMPLETED APPLICATION AND ANY REQUIRED DOCUMENTS TO:

**City of Cincinnati – Community Development and Planning
Small Business Division Office of Contract Compliance – Attention Theresa Stark
Two Centennial Plaza
805 Central Avenue - Suite 700
Cincinnati, Ohio 45202**

If you need assistance in completing this application contact us at 513-352-3144.



For Official Use Only

☐ Revenue

☐ Employees

SMALL BUSINESS ENTERPRISE

ACCEPTANCE OF OTHER CERTIFICATIONS APPLICATION/AFFIDAVIT

Acceptance of other certification is only applicable on those projects approved by the City Manager. Certifications must be current. Vendors who intend to bid on other City funded-projects as a SBE must become certified by the City of Cincinnati as a SBE. Vendors must have maintained fixed offices located outside the geographical boundaries of Hamilton County, but within the State of Ohio, for at least one year prior to application. The following certifications are acceptable on a project-by-project basis on City-funded construction projects of \$100,000.00 or more:

- 1) State of Ohio, Department of Administrative Services, Equal Opportunity Division Minority Business Enterprise Certification;
- 2) State of Ohio, Department of Transportation, Office of Transit, Disadvantaged Business Enterprise Certification;
- 3) U.S. Small Business Administration (SBA) Columbus District Office 8(a) Business Development Program Certification; and
- 4) South Central Ohio Minority Business Council, Minority Business Enterprise Certification.

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Please list below the name of the certifying entity and the type (s) of certification (s) the business is submitting for consideration. A copy of the certification certificate and/or letter must be attached to this application.

Name of Certifying Entity: _____

Type of Certification: _____

Name of Company		Federal Tax ID#		# of Yrs in Present Business	
Fixed Business Address		City	State	Zip	County
# of Yrs at Present Address					
E-Mail Address		Business Phone #		Fax #	
Owners Ethnic/Gender Information: <input type="checkbox"/> African American <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Native Indian <input type="checkbox"/> Caucasian <input type="checkbox"/> Male <input type="checkbox"/> Female Are you a United States Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No					
Owner/Principal Name		Title		Contact Person Y <input type="checkbox"/> N <input type="checkbox"/>	
Owner/Principal Name		Title		Contact Person Y <input type="checkbox"/> N <input type="checkbox"/>	
Type Of Business: <input type="checkbox"/> Construction <input type="checkbox"/> Professional <input type="checkbox"/> Services <input type="checkbox"/> Supplier * If a Supplier please check the following type: <input type="checkbox"/> Broker <input type="checkbox"/> Distributor <input type="checkbox"/> Manufacturer's Representative					
Description of product/service company provides:					
Technical/Trade Qualifications, Certification or Special Equipment					

If you have not completed a Purchasing Vendor Registration Form, please call 352-3209 or download www.cincinnati-oh.gov. In order to verify any information provided the City of Cincinnati reserves the right to request additional information.

This area must be completed if your certification is from the State of Ohio, Department of Administrative Services, Equal Opportunity Division Minority Business Enterprise or South Central Ohio Minority Business Council, Minority Business Enterprise Certification. Please do not leave any areas blank.

For the purpose of the City of Cincinnati's Small Business Enterprise Program Acceptance Requirements, a small business concern is a business that is independently owned, controlled and operated and provides a commercially useful function as defined in the City Municipal Code (CMC) 323-1-I and which meets the definitions or size standard established by CMC 323-1-S and the Administrator of the Small Business Administration (SBA) program.

The size standards are expressed either in number of employees or annual receipts in millions of dollars (based on a three year average), unless otherwise specified. The number of employees or annual receipts indicates the maximum allowed for a business concern inclusive of any affiliates as defined by 13 C.C.R. 121.201. Please refer to www.sba.gov or contact the Small Business Enterprise office 513 352-3144 for the relevant primary North American Industry Classification Systems (NAICS) Codes and size standards information. Please enter the NAICS code(s) that represent your company service below.

(Initial above)	The NAICS/SIC code(s) for this business is		
(Initial above)	Average 3-year Annual Receipts		
(Initial above)	Average 3-year Number of Employees		
List Personal Net Worth of each Owner less the value of the owner's primary residence			
\$	\$	\$	\$

Acceptance Application Oath and Affirmation
(Signature must be witnessed and notarized by a Notary Public)

As the principle owner and contractor completing this application, I attest to the fact that the bidding associated with this application is for City-funded construction projects valued at \$100,000.00 or more designated by the City Manager for the acceptance of other certifications for the purpose of increasing small business enterprise participation. I affirm under penalty of perjury that the foregoing is true and accurate to the best of my knowledge and belief.

Signature of Principal

Title

Date

Printed Name

Subscribed and duly sworn in my presence this _____ day of _____ 20__.

County of _____ State of _____

SS

(Notary Public (signature))

My commission expires: _____